

**Department of State  
Sole Source or Limited Competition Notice**

**Federal Agency Name:** U.S. Department of State, Bureau for International Narcotics and Law Enforcement Affairs (INL)

**Funding Title:** Vocational Training for Haiti's Prison Inmates

**Announcement Type:** Request for Grant Proposals

**Funding Opportunity Number:** S-INCLE-13-GR-057

**CFDA Number:** 19.703

**Deadline for Applications:** Complete proposals must be submitted to the Grants Officer James Allman- Gulino ([Allman-GulinoJT@state.gov](mailto:Allman-GulinoJT@state.gov)) before midnight on April 22, 2013.

**Amount of Award:** INL anticipates making only one award; the award floor is \$40,000 and the award ceiling is \$100,000. The award may be extended up to two years based on INL's program priorities, good performance on the award, and pending funding availability.

**Anticipated Award Date:** Within 4 weeks of the closing date of this announcement. Organizations will be notified if the anticipated award date will be later than May 20, 2013.

**PLEASE NOTE:** Organizations are required to have a DUNS number and register with the Central Contractor Registry (CCR) before applying for this grant opportunity. Please see the section entitled, "DEADLINE AND SUBMISSION INSTRUCTIONS" below for specific instructions.

**APPLICANT/ORGANIZATION CRITERIA and ELIGIBILITY**

Organizations submitting proposals must meet the following criteria:

- Be a registered non-profit organization or educational institution based in Haiti. Applicants must be registered in-country or submit proof that they are seeking registration in Haiti at the time of proposal submission;
- Be able to provide INL with a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number -- per the OMB policy directive published in the Federal Register on June 27, 2003, which requires all organizations applying for Federal grants and cooperative agreements to provide the issuing agency a DUNS number.
- Be registered with the Central Contractor Registry (CCR) – [www.ccr.gov](http://www.ccr.gov) and be able to maintain updated registration during the period of performance. Organizations must have a DUNS number in order to complete the registry process. International organizations can obtain assistance for this process using the following link: <https://www.bpn.gov/ccr/international.aspx>

**AND should meet the following criteria:**

- Have demonstrated experience with textile production or implementing vocational training programs in Haiti, preferably as a beneficiary of an international non-governmental organization or the U.S. government
- Have developed materials used to train vocational students in textile production or similar job skills (sewing, tailoring, clothing assembly)
- Have the ability to produce course materials, deliver training, and conduct evaluations in French and/or Haitian Creole. In addition to English competency, staff should be proficient in French and/or Haitian Creole in order to fulfill training and reporting requirements.
- Have existing, or the capacity to develop, active partnerships with Haiti's Directorate of Prisons (DAP) leadership at prisons in and around Port-au-Prince in order to successfully complete the proposed program. Applicants should also be familiar with working in a correctional environment and directly with inmates.

Organizations may form a consortium and submit a combined proposal. However, one organization should be designated as the lead applicant.

**SUMMARY**

The mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports Peace and Security by stabilizing and strengthening security institutions to build a global security capacity and by combating narco-trafficking and other transnational crimes such as money laundering and criminal gangs. It promotes Governing Justly and Democratically by strengthening justice sector institutions, good governance, and respect for human rights.

INL supports this mission by combining forces with other USG and international agencies, by taking a regional approach to widespread problems, and by helping stronger governments take responsibility as equal partners in this struggle to disrupt organized crime and other destabilizing groups. The Bureau's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights.

- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counternarcotics and institution-building assistance and coordination with foreign nations and international organizations.
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

### **Introduction**

The Narcotics Affairs Section (NAS) of the U.S. Embassy in Haiti is responsible for the administration of projects and funds provided by the Bureau for International Narcotics and Law Enforcement Affairs (INL). The INL's Office of Western Hemisphere Programs provides guidance and oversees foreign assistance programs pertaining to rule of law in Haiti and the region as a whole.

Through a fiscal year 2010 supplemental appropriation, and subsequent base year appropriations, INL has received funding for strengthening the corrections sector in Haiti. The core of this program is the construction of new prisons to alleviate prisoner overcrowding and improve the health, well-being, and protection of the human rights of Haiti's inmate population. NAS also plans to support complimentary projects to minimize prisoner recidivism, increase educational and vocational opportunities for inmates, and provide alternatives to incarceration.

### **Purpose**

The prisons sector in Haiti currently suffers from severe overcrowding and hazardous conditions for inmates. At the GOH minimally designed capacity of 2.5 m<sup>2</sup>/inmate, the current prison population exceeds the intended capacity by 5,487 inmates. Women, men, juveniles, and serious/petty offenders are not separated consistently across the system. Many inmates are held in pre-trial detention, but are not separated from convicted felons. It is estimated that there are over 5,500 pre-trial detainees, comprising over 70% of the total incarcerated population.

NAS support to build and refurbish prison infrastructure for the Department of Prison Administration (DAP) aims to alleviate this severe overcrowding and improve humane conditions within Haiti's prisons. However, a comprehensive solution for improving Haiti's prison sector and decreasing the overall inmate population demands ways to provide inmates with skills that they can use upon reentry to society, in order to discourage recidivism.

With this request for grant proposals, INL seeks a unique approach to prisoner training that will provide prisoners with skills they can use directly after their release, which will facilitate their entry into the job market. INL is specifically targeting the textile industry, which is projected to grow in Haiti as the Caracol industrial park and other textile-export businesses commence operations in the upcoming years. The applicant should demonstrate an ability to conduct job training on clothing production (including skills such as sewing, tailoring, and clothing assembly) within individual prisons in Haiti's Ouest Department. This training should be hands-on and allow prisoners to get real practice working with textile materials.

The recipient should also plan to institutionalize this training in two ways. One, by including DAP personnel in the training as a “train-the-trainer” approach, so that DAP will be able to provide this vocational training independently in the future. Inmates targeted for participation should be convicted prisoners with remaining sentences between 2-5 years, with higher priority on those with less time remaining. This will give the program continuity through prisoners who continue to participate and facilitate training for others, but also in that acquired skills will still be relevant upon prisoners’ release in a medium-term timeframe. Second, the recipient should work with DAP so that trained inmates can use their new skills to produce uniforms for Haiti’s prison population. Having standardized uniforms is important for DAP because corrections officers cannot differentiate between inmates and civilians. Differences in inmates’ street clothes can prompt discrimination in how they are treated by corrections officers, or can incite theft from other inmates.

The recipient should demonstrate the ability to procure necessary materials and work with newly-trained inmates to create uniforms for the DAP. Budgets should include costs for both administration of training and the materials needed to produce the uniforms; however, INL will procure cloth for the uniforms separately and provide this commodity directly to DAP. Recipient will also coordinate with DAP to use sewing machines already in the prisons, which DAP will be responsible for. The applicant will be responsible for all other materials necessary and these can be charged to the grant.

The applicant will work with DAP and NAS personnel and the Grants Officer (or his/her designate) to establish guidelines on how prisoners will be selected for participation in this program and how their progress will be evaluated. DAP personnel participating in the training will be selected through consultation between DAP, NAS and the GO or his/her designate.

INL will consider proposals from Haiti-based NGOs that can come into prisons in the Port-au-Prince area and conduct in-person trainings. Applicants must propose key personnel and trainers who are fluent in French and/or Haitian Creole, and all course materials must be delivered in French and/or Haitian Creole (not through interpretation).

INL will not consider proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, including elected members of government.

### **Target Themes and Activities**

The Bureau of International Narcotics and Law Enforcement Affairs (INL) seeks applications from qualified organizations to implement a pilot inmate vocational training program in Haiti. The overall objective of the program is to provide training to inmates that will provide them with valuable skills for employment, and that they will then use to create standardized uniforms for Haiti’s inmate population.

### **Outputs and Expected Outcomes**

The recipient should aim to train at least 100 DAP inmates in textile production skills, and at least one DAP personnel in each participating prison. The recipient should work with DAP to ensure they can sustain the program after the grant's lifetime, using the trained personnel. The inmates receiving training should be identified in conjunction with DAP and include convicted prisoners with 2-5 years (see comment above) remaining on their sentences. The recipient should outline a specific course of training in their application that defines:

- How inmates will be selected for participation
- How long each inmate will participate
- Frequency of training sessions
- How inmates will receive recognition of completion

The applicant should deliver training to at least **four** prison facilities in Haiti's Ouest Department, including the **Youth Offenders' facility in Delmas 33** and the **Petionville Women's facility**. This training should serve as a pilot for training within DAP facilities, with the eventual goal to provide vocational job training to an expanded number of inmates throughout the country.

Recipient should work with the DAP and trained prisoners to produce inmate uniforms which will be turned over to the DAP for distribution. The recipient should outline a schedule which initiates production after inmates are fully trained. The recipient should work with the DAP and NAS personnel to determine the number of uniforms to be turned over to DAP, using cloth and other materials procured by INL. Applicants are encouraged to demonstrate previous experience filling large uniform orders. Uniforms will be inspected by DAP officers to ensure standardization.

### **Expected Outcomes**

As a result of training, inmates should acquire baseline competencies in textile production skills, including basic tailoring and use of sewing machines, evidenced by significantly improved ability to create uniforms after training. Inmates' competencies will be judged by NAS and DAP personnel. Inmates scheduled for upcoming release should be better prepared to reenter the workforce and find employment. The DAP should also be able to sustain the program in each one of the targeted prisons after the grant's lifetime.

### **Reporting requirements**

Recipients SHALL submit quarterly financial and performance progress reports. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

A performance progress report compares actual to planned performance and indicates the progress made in accomplishing each assistance award task. The report should include relevant details for assessing the status of performance (i.e., a brief, factual summary description of the

progress made). The performance progress reports must be accompanied by the Performance Progress Report (SF-PPR) Coversheet, Page 1 to INL on a quarterly basis.

A final narrative progress report is also required within 90 days of the expiration date of the assistance award. The final narrative report must also include page 1 of the SF-PPR form. INL encourages recipients to include an in-depth impact assessment and/or project evaluation in the final project summary report. The project summary report should include quantitative and qualitative data relating to the project's goals and objectives, project outputs and overall project impact.

Financial status reports provide a means of monitoring expenditures and comparing costs incurred with progress. Recipients must utilize the SF-425 Federal Financial Report, to report the status of funds for all non-construction projects or programs to INL on a quarterly basis. Additionally, recipients shall submit a final SF-425 financial report to INL within 90 days of the expiration date of the financial assistance award.

A copy of all quarterly financial and performance progress reports and FINAL reports shall be emailed to the Grants Officer and the Grants Officer Representative as designated in the Grant, once awarded. Quarterly reports with a computer-based English translation will not be accepted.

*Please note: It is the Department of State's policy that English is the official language of all documents. If quarterly reports are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.*

## **TECHNICAL REQUIREMENTS**

***Please Note:*** Each applicant may submit only ***one*** proposal. The official language of the Department of State is English and all documents associated with this Request must be received in Standard English version. Proposal submissions with a computer-based English translation will not be accepted.

Proposals that do not meet the requirements of the announcement may not be considered. Proposals that request less than the award floor or more than the award ceiling will be deemed technically ineligible.

For all application documents, please ensure:

- 1) All pages are numbered, including budgets and attachments,
- 2) All documents are formatted to 8 ½ x 11 paper, and
- 3) All Microsoft Word documents are double-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

***Complete applications should include the following for proposal submission:***

- 1) Completed and signed SF-424, SF-424a and SF424b, which can be found on [www.grants.gov](http://www.grants.gov). Organizations must fill out and submit SF-424 forms as directed on the site.

Please fill out the highlighted yellow fields and use the following specific information for the below fields:

1. Type of Submission: Application
2. Type of Application: New
- 5b. Federal Award Identifier: Please enter zeros or leave blank
- 8a. Please enter name of applicant (organization)
- 8b. Please enter the organization's EIN or TIN number
- 8c. Please enter the organization's DUNS number
- 8d. Please enter the organization's address
- 8f. Please enter the name, telephone number and e-mail address of the primary contact person for this proposal
9. Please select type of applicant from pull down list
11. The CFDA number is 19.703
12. Please enter the Funding Opportunity Number and Title.
15. Please enter descriptive title of project
- 16a. Please enter congressional district of applicant organization
- 16b. Please enter N/A or zeros
17. Please enter the approximate start and end dates of the proposed activities
18. Please enter the amount requested from the USG under "Federal," any cost-share under "Applicant," fill in the total, and otherwise use zeros.
19. Please enter "c"
20. Complete as indicated
21. Complete as indicated

Please fill in the highlighted yellow fields of the SF 424A with information from your proposed budget. Please fill in the highlighted yellow fields of the SF-424B: Page 2 - Complete applicant organization and title of authorized official sections.

- 2) Executive Summary (not to exceed one [1] page in Microsoft Word) that includes:
  - › Name of organization
  - › Contact information
  - › Project title
  - › Proposed period of performance
  - › Total dollar amount of project
  - › Brief project description – in one succinct paragraph, describe the problem and how it will be addressed. Also state the goal(s), expected results and intended impact of the project.
- 3) Proposal Narrative (no more than five [5] pages in Microsoft Word). Please note the five page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, or Budget Narrative. Applicants may submit multiple documents in one Microsoft Word file or as separate, individually-submitted files. Submissions should address the specific criteria outlined in the solicitation, which may include:

- a) An explanation of why the program meets the INL mandate. Proposals should clarify how the program is necessary for Haiti and addresses INL's mandate to support security sector reform and the rule of law. An explanation should be provided as to how new activities will not duplicate existing activities.
  - b) Demonstrated Program Planning. The program plan should clearly describe the proposed objectives and activities, demonstrating clear linkages between activities and objectives. If applicable, proposals should identify local partners, target areas for activities, target participant groups or selection criteria for participants, among other pertinent details. Where appropriate, applicants may include back-up plans if the program or components of the program are not able to be implemented as initially conceived.
  - c) Multiplier Effect and Sustainability. The proposal should demonstrate how the program will include elements of sustainability and achieve lasting impact.
  - d) Institution's Record and Capacity. The organization should briefly describe any experience it has in Haiti and/or similar experience elsewhere, as well as specific and relevant program successes which demonstrate the organization's record and capacity. Given the page limitations, it is recommended applicants avoid including general organizational history.
- 4) Budget Narrative (preferably in Microsoft Word) that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all cost-share offered. For ease of review, it is recommended that applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification on the roles and responsibilities of key staff. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including any cost-share offered (see below for more information on cost-sharing and cost-effectiveness).
  - 5) Detailed Line-Item Budget (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from INL and cost-share (see below for more information on budget format). Costs must be in U.S. Dollars.
  - 6) Attachments (not to exceed ten [10] pages total, preferably in Microsoft Word) that include the following in order:
    - a) Monitoring and Evaluation Plan (see below for more information on this section).
    - b) Short biographies of key program personnel that highlight relevant professional experience. Given the limited space, CVs are not recommended for submission.
    - c) Timeline of the overall proposal. Components should include activities, evaluation efforts, and program closeout.
    - d) Additional optional attachments. Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc.
  - 7) If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be sent as a .pdf file. This document will not be reviewed by the panelists, but rather used by program and grant staff if

the submission is recommended for funding. Hence, this document does not count against the submission page limitations. If your proposal involves sub-grants to organizations charging indirect costs, and those organizations also have a NICRA, please submit the applicable NICRA as a .pdf file (see below for more information on indirect cost rate).

***PLEASE NOTE:*** To ensure all applications receive a balanced evaluation, the INL Review Committee will review the first page of the requested section up to the page limit and no further. INL encourages organizations to use the given space effectively.

### **MONITORING AND EVALUATION**

Complete proposals will include a detailed plan on how the project's impact and effectiveness will be monitored and evaluated throughout the project.

Successful monitoring and evaluation depend on the following:

1. Setting objectives that are clear, specific, attainable, measurable, results-focused, and placed in a reasonable time frame;
2. Linking program activities to stated objectives;
3. Developing key performance indicators that measure realistic progress towards the objectives.

A performance indicator is an observable measurement related to the achievement of a stated objective. Two types of performance indicators are outputs and outcomes. Findings on outputs and outcomes should both be reported.

**Outputs** are products and services delivered from the program activities, often stated as an amount. Output data show the scope or size of project activities, such as the number of participants trained. **Outcomes** represent the specific, realistic results of a project and are usually measured as an extent of change. Outcomes may include progress toward expected program objectives or other results of the program. For example, a program's objective could be to increase convictions in cases that have DNA evidence presented. One outcome of the program would be that after receiving training on DNA analysis and presentation in a courtroom, prosecutors successfully use that evidence to prosecute five cases to conviction.

Applicants should include a clear description of the methodology and data collection strategies/tools to be employed (e.g. pre- and post-surveys, interviews, focus groups). Organizations should be able to track participant training responses, including changes in attitudes, information learned, and effects of the program on participant institutions.

Recipients will be required to provide reports with an analysis and summary of their findings, both quantitative and qualitative, in their regular program reports to the Bureau.

### **BUDGET GUIDELINES**

Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets will provide a detailed line-item budget outlining specific cost requirements for proposed activities. Complete applications will include a budget narrative to clarify and justify individual line-items (i.e. calculations of how the costs were derived per month or year, their necessity, and overall contribution to the program’s cost-effectiveness). Applicants must adhere to the appropriate regulations found in 2 CFR 220 (previously OMB circulars A-21, cost principles for education institutions) and 2 CFR 230 (previously OMB circular A-122, cost principles for non-profits).

The proposal line item budget should include the following components, in the suggested format below:

1. Summary Budget
2. Line-Item Budget

		INL Cost	Cost Share
<b>A. PERSONNEL</b>			
-H.Q.-based project -dedicated staff salary (X months)	X% of \$X/yr		
-Field-based Country Director salary (x months or year)	X% of \$X/yr		
<b>Subtotal Personnel</b>			
<b>B. FRINGE BENEFITS</b>			
-H.Q.-based project -dedicated staff fringe (X months)	X% fringe		
-Field-based Country Director fringe (x months or year)	X% fringe		
<b>Subtotal Fringe Benefits</b>			
<b>C. TRAVEL</b>			
a) Field Travel			
<u>Activity 1: Needs Assessment Workshop</u>			
-Staff Travel (# staff)	\$X/RT flight/# staff		
-Staff Per Diem (X days)	\$X/day/# day/# staff		
-Participant Travel (# participants)	\$X/trip/# pax		
-Participant Per Diem (X days)	\$X/day/# day/# pax		
<u>Activity 2: Training program</u>			
-Staff Travel (# staff)	\$X/RT flight/# staff		
-Staff Per Diem (X days)	\$X/day/# day/# staff		
-Participant Travel (# participants)	\$X/trip/# pax		
-Participant Per Diem (X days)	\$X/day/# day/# pax		

<b>Subtotal Travel</b>			
<b>D. EQUIPMENT</b>			
-H.Q.-equipment	\$X/unit		
-Field-equipment	\$X/unit		
<b>Subtotal Equipment</b>			
<b>E. SUPPLIES</b>			
-H.Q. Printing and Photocopying (X months)	X% of \$X/yr		
-Field Markers and dry erase board	\$X/set		
-Field Telephone (X months)	X% of \$X/yr		
-Field Office Supplies (X months)	X% of \$X/yr		
<b>Subtotal Supplies</b>			
<b>F. CONTRACTUAL</b>			
a) Consultant Fees			
-Policing Specialist/Honoraria (X days/hours)	\$X/consult		
-Translation Fees (X pages)	\$X/page		
<b>Subtotal Contractual</b>			
<b>G. CONSTRUCTION</b>	N/A		
<b>H. OTHER</b>			
a) Other Direct Costs			
-Field Office Rent (X months)	X% of \$X/mo		
<b>Subtotal Other</b>			
<b>I. TOTAL DIRECT CHARGES (Sum of A-H Subtotals)</b>			
<b>J. INDIRECT CHARGES</b>			
a) Indirect Costs/NICRA (X% of costs)			
<b>Subtotal Indirect Charges</b>			
<b>K. TOTAL COSTS (Sum I-J)</b>			

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities. (Pax = participants)

**1. SUMMARY BUDGET:**

Please include the applicant organization name, title and duration of the project, and the following:

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Contractual
- G. Construction
- H. Other

- I. Total direct charges (sum a – h)
- J. Indirect Charges
- K. Total

## 2. LINE-ITEM BUDGET:

**A. Personnel** – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation:  $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$ )

**B. Fringe Benefits** - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

**C. Travel** - Staff and any participant travel:

- 1) International airfare
- 2) In-country travel
- 3) Domestic travel in the U.S., if any
- 4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.policyworks.gov/>. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates. Please explain differences in fares among travelers on the same routes. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

**D. Equipment** – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

**E. Supplies** - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone:  $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$ ).

**F. Contractual** –

**a) Subgrants.** For each subgrant/contract please provide a detailed line item breakdown explaining specific services. In the subgrant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.

**b) Consultant Fees.** For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$150/day x 2 days).

**G. Construction** – For this solicitation, construction costs are not applicable.

**H. Other** - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

**J. Indirect Charges** - See OMB Circular A-122, "Cost Principles for Non-profit Organizations"

- 1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. This does not count against submission page limitations.
- 2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
- 3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

**Cost-Effectiveness** – If applicable, include an explanation of cost-share contributions should be included, whether cash or in-kind. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources.

### **REVIEW PROCESS**

INL will review all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Bureau regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with INL's Grants Division. INL reserves the right to request any additional programmatic and/or financial information regarding the proposal. Panelists may make conditions and recommendations on any given proposal in order to enhance the proposed program.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of INL. A State Department Review Committee will evaluate proposals submitted under this request.

Proposals will be scored based on the applicants response to each Review Criteria listed below. Review criteria will include:

#### **1) Quality of Program Idea (30%)**

Proposals should be responsive to the solicitation and exhibit originality, substance, precision, and relevance to the Bureau's mission.

#### **2) Program Planning/Ability to Achieve Objectives (20%)**

A relevant work plan should demonstrate substantive undertakings and logistical capacity of the organization. The work plan should adhere to the program overview and guidelines described above. Objectives should be ambitious, yet measurable and achievable. For complete proposals, applicants should provide a monthly timeline of project activities.

#### **3) Multiplier Effect/Sustainability (20%)**

Proposed programs should address long-term institution building demonstrating capacity-building results.

**4) Program Evaluation Plan (10%)**

Programs should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes.

**5) Institution's Record and Capacity (20%)**

The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting requirements. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project objectives. Roles and responsibilities of primary staff should be provided.

**6) Cost Effectiveness (Acceptable or Not Acceptable)**

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Cost sharing is strongly encouraged but not required.

**DEADLINE AND SUBMISSION INSTRUCTIONS**

Applicants must submit proposals by email to the Grants Officer by **11:59 p.m.** Eastern Standard Time (EST) on **April 22, 2013**.

**Please note:** Each organization applying for federal assistance shall be registered with the Central Contractor Registry (CCR) and will need to have the organization's DUNS number available to complete this process. After your organization registers with the CCR, you must wait approximately 3-5 business days before you can obtain a username and password. This may delay your ability to post your proposal. **Therefore, INL strongly urges applicants to begin this process well in advance of the submission deadline.**

**IMPORTANT INFORMATION TO APPLICANTS**

The Department of State will exercise normal federal stewardship responsibilities during the implementation of programs. Department of State involvement will include, but is not limited to: site visits, review and response to performance, technical or subject matter involvement, review of financial reports, and audit of programs to ensure that the objectives, terms, and conditions of a grant award are accomplished. INL reserves the right to exclude specific countries from programmatic or advisory activities.

INL will not consider proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, whether or not elected members of government.

### **ADDITIONAL INFORMATION**

The information contained in this solicitation is binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts this language will not be binding. Issuance of the solicitation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. The Bureau reserves the right to reduce, revise, or increase budgets in accordance with the needs of the program evaluation requirements.

Once the Request for Proposals deadline has passed, U.S. Government officials - including those in the Bureau, the Department and at embassies/missions overseas - must not discuss this competition with applicants until the entire proposal review process is completed. Applicants will be notified by the INL Grants Office only with regard to the status of an application. Funding commitments can only be made by an INL Grants Officer. All other commitments from any representative other than an INL Grants Officer will be deemed unauthorized.

### **FOR FURTHER INFORMATION**

For technical or programmatic questions, please contact Grants Officer, James Allman-Gulino at [Allman-GulinoJT@state.gov](mailto:Allman-GulinoJT@state.gov). *Questions must be received, in writing, no later than **April 17, 2013**.*